FORM 2-05 HEALTH CARE NEEDS ASSESSMENT

Purpose

To provide additional information and guidance on the health care needs assessment process currently outlined in Chapter 1, Section 1.5, R4.

Background

Based on a review of previous applications, Job Corps has learned that the majority of applicants' treatment and/or monitoring needs can be met, but there may be situations in which a particular applicant's needs are beyond what the Job Corps' health and wellness program can provide as defined as basic health care in Exhibit 2-4: Job Corps Basic Health Care Responsibilities. Current disability data indicate that the majority of our applicants with medical, mental health, oral health, and substance abuse conditions have stable health and require only routine and episodic health care interventions with accommodations. However, a small percentage of applicants may have complex, newly diagnosed, persistent or recurring medical, mental health, oral health, and/or substance abuse health care issues that require services and/or care management beyond Job Corps' basic health care as determined Job Corps health and wellness staff.

This document provides guidance to Job Corps health and wellness staff on how to determine whether Job Corps can meet the medical, mental health, oral health, and/or substance abuse treatment/monitoring needs of a particular applicant.

This determination is derived in part by a review of the "Job Corps Health Questionnaire (ETA 6-53)."

The "Job Corps Health Questionnaire (ETA 6-53)" serves three main purposes:

- 1. Determine the health care needs of the applicant and assist in the assessment of whether Job Corps can meet those needs
- 2. Alert center staff to the potential need for evaluation of direct threat to self or others
- 3. Obtain consent for required routine medical assessments and/or consent to receive basic health care services

If the individual is a person with a disability, the center's reasonable accommodation committee (RAC) must convene and consider accommodations and/or modifications that the individual may need. Before making a recommendation about the applicant's enrollment, the qualified licensed professional who conducted the original assessment must review the previous findings giving consideration to the identified accommodations to determine whether or not the accommodations and/or modifications can remove the barriers to enrollment due to health care needs.

Instructions

The attached form may be used to conduct an individualized assessment of an applicant's health care needs.

Who May Conduct the Assessment?

The clinical assessment of health care needs caused by the individual's medical condition or disability fall under the health and wellness department on each center. As such, these clinical assessments are to be carried out by qualified licensed/certified health providers only. Those providers employed or subcontracted by Job Corps include nurses, physicians, center mental health consultants (CMHCs), dentists, and Trainee Employee Assistance Program (TEAP) specialists. This group, therefore, has a significant role to play in determining whether, in a given Job Corps setting, a particular individual's health care needs can be managed within the scope of Job Corps basic health services. Medical health conditions should be assessed by nurses and/or physicians; mental health conditions should be assessed by mental health consultants; oral health conditions should be assessed by dentists; and conditions related to substance use should be assessed by TEAP specialists. In some cases, it may be necessary to consult an outside specialist with expertise in the particular medical condition or disability and its effects.

Indicators that a review is needed

- 1. Within the past six months, two or more emergency room visits or one or more hospitalizations for medical, mental health, oral health, and/or substance abuse reasons.
- 2. New diagnosis or recurrence of medical, mental health, extensive untreated oral health, and/or substance abuse condition that would require frequent medication adjustments, significant health resources and/or substantial change to the training day (e.g., daily dialysis, only able to attend Job Corps three hours per day, hourly medication or behavioral monitoring, daily assistance with activities of daily living, long-term weekly on-center therapy provided by the CMHC, complex full-mouth reconstruction/rehabilitation).
- 3. Failure to follow previous treatment recommendations by licensed health providers that have adversely affected the applicant's health, behavior, and/or adaptive functioning, and now requires significant health care management. (Note: Some students are non-adherent and experience adverse consequences, but may still benefit from enrollment. Examples might include substance abuse relapse, poor diabetic control, poor asthma control, etc.)
- 4. Applicant has followed treatment recommendations by licensed health providers with no improvement in applicant's health, behavior, and/or adaptive functioning which continue to place applicant in need of significant health care management.
- 5. Applicant's condition or behavior has not been successfully managed in a similar academic, work, or group environment in the past year.

6. Applicant is in treatment for a condition that is not in the scope of Job Corps Basic Health Care Responsibilities (e.g., orthodontic braces formalocclusion).

Elements of the Review Process

The review should, at a minimum, be comprised of the following elements:

- 1. A review of specific condition(s) identified on "Job Corps Health Questionnaire (ETA 6-53)," or self-disclosed by applicant.
- 2. Review of health documentation in the file.
- 3. Request additional recent health information, to determine applicant needs, if appropriate and medically necessary. Collaborate with OA counselor.
 - If the "Job Corps Health Questionnaire (ETA 6-53)" indicates a health condition and there is no supporting information included and no note from the OA counselor indicating their attempt to secure information, contact the OA counselor to gather information.
 - If the "Job Corps Health Questionnaire (ETA 6-53)" indicates a health condition and there is supporting information or a note from the OA counselor indicating they could not secure the information and the center wants additional information, the center will need to request that information from the applicant, provider, or facility.
 - If a center wants additional tests or evaluations from the applicant and this information is necessary to make an enrollment decision, the center may request the applicant obtain these if they have insurance and/or access to a facility that can provide the testing or evaluations at a rate the applicant can afford. The center will need to work with the applicant and OA counselor to identify specific resources. If applicant cannot afford to obtain additional tests or evaluations, or has not provided the additional health information requested within a reasonable amount of time, the center must make their best recommendation based on the information available.
 - In cases where a minor is involved, the center should collaborate with the OA counselor to get parent/guardian permission for health information.
- 4. Documented communication with treating provider, if possible and required if there are conflicting recommendations between the center health consultant and the treating provider. If unable to contact treating provider, all attempts need to be clearly documented. This should be included on Form 2-05.

- 5. Interview with the applicant, either face to face, videoconferencing, or via telephone. Documentation of the interview process should be included on Form 2-05. If unable to contact applicant, all attempts need to be clearly documented including collaboration with OA counselor.
- 6. Identification of the functional limitations (specific symptoms/behaviors) and health care needs of the applicant that are barriers to enrollment.
- 7. If condition rises to a level of a disability, then refer to the RAC for consideration of accommodations and/or modifications for discussion with applicant. **See Form 2-03 for definition of a disability.**
- 8. Consider if accommodations and/or modifications would remove the barriers to enrollment and make condition manageable at Job Corps as defined by basic health services in Exhibit 2-4.

<u>Decision Tree</u> (based on file review, treating provider information, if available, interview with applicant, and reasonable accommodations, if appropriate)

- 1. Health care needs manageable at Job Corps as defined by basic health care services in Exhibit 2-4, but require community support services which are not available near center. Documentation of efforts to arrange for less frequent treatment in home state and/or to secure community support near center included on the health care needs assessment in section 7. (i.e., name of organizations/facilities and specific individual contacted). Applicant should be considered for center closer to home where health support and insurance coverage is available. File is forwarded to Regional Office for final determination.
 - If community support is not available near requested center, the center must do the following:
 - Contact the treating provider and discuss applicant's needs to see if less frequent treatment or monitoring can be arranged. For example, instead of monthly sessions with the psychiatrist, can it be every three months and allow applicant to go home and receive follow-up.
 - o If center is unable to make arrangements, applicant may be considered for center closer to home where health support and insurance coverage is available. Documentation of efforts to arrange for less frequent treatment in home state and to secure community support near requested center should be included in Section 7 of the health care needs assessment. (i.e., name of organizations/facilities and specific individual contacted). File is forwarded to Regional Office for final determination.

• For applicants being considered for any center who wear orthodontic braces, applicant furnishes proof of suitable period of compliance with current treatment plan; a treatment plan is in place for continued care; a signed agreement that the cost of continued treatment and transportation related to treatment will be borne by the student, parent, or legal guardian; and a signed agreement that he/she will remain compliant with the care plan and schedule appointments such that he/she will not exceed authorized leave limits for elective treatment.

2. Health care needs exceed basic health care as defined in Exhibit 2-4.

• Applicant has health condition with current symptoms at a level that will interfere with successful participation in the program at this time. Deny entry and refer to other appropriate program/provider. File forwarded to Regional Office for final decision.

Accommodations or Modifications

If the individual is a person with a disability, the center's RAC must convene and consider accommodations and/or modifications that the individual may need. In considering accommodations related to the symptoms and behaviors that are presenting the barriers to enrollment, the RAC may only need to be comprised of the center clinician and a Disability Coordinator and the accommodations could be discussed during the same phone call as the one in which the clinical assessment is being performed.

Once the accommodations and/or modifications have been identified, the qualified licensed professional who conducted the original assessment must review the previous findings giving consideration to the identified accommodations to determine whether or not the accommodations and/or modifications can remove the barriers to enrollment due to health care needs.

Center Director Reasonableness Determination

If there is a recommendation for an applicant to be enrolled with accommodations or modifications which you believe are not reasonable and/or pose an undue hardship, the Center Director is responsible for making that determination using the "Accommodation Recommendation of Denial Form" found on the Job Corps Disability website and including that form along with the applicant file that is being submitted to the Regional Office with a recommendation for denial. The final determination is made by the Regional Office.

Guidance on how to make this determination is available in the "Evaluating a Request and Denying a Request" sections of the Form 2-03. Please attach the completed "Accommodation Recommendation of Denial Form."

FORM FOR INDIVIDUALIZED HEALTH CARE NEEDS ASSESSMENT

Ap	plica	nt's Name:		Date of Review:		
Ce	nter	Name:		ID #:		
Interview Conducted By:			☐ Telephone	☐ In Person	□ Videoconference	
In determining whether, in your professional judgme what the Job Corps' health and wellness program car Corps Basic Health Care Responsibilities consider the				ovide as defined as basic h	ealth care in Exhibit 2-4: Job	
the the vie	ir cor barri w, a j	ndition rises to a level of ier to enrollment and list	a disability, consider w any suggested accomm	hether any accommodation odations or modifications.	c health care responsibilities and as or modifications would remove Do not consider whether, in your tion must be made by the center	
1.		nat factors triggered revease mark all that apply]	iew of the individual's	file for a health care nee	ds assessment?	
		Within the past six mon mental health, oral healt			more hospitalizations for medical,	
		abuse condition that wo substantial change to the hourly medication or be	uld require frequent me e training day (e.g., dail havioral monitoring; da	dication adjustments, signi y dialysis; only able to atte illy assistance with activition	ed oral health, and/or substance afficant health resources and/or and Job Corps 3 hours per day; es of daily living; long-term construction/rehabilitation).	
		affected the applicant's care management. (Note	health, behavior, and/or e: Some students are no	r adaptive functioning, and neadherent and experience	providers that have adversely now requires significant health adverse consequences but may apse, poor diabetic control, poor	
			vior, and/or adaptive fu		oviders with no improvement in to place applicant in need of	
		Applicant's condition or environment in the past		successfully managed in a	similar academic, work, or group	
		Applicant is in treatmen Responsibilities (e.g., or		not in the scope of Job Coralocclusion).	rps Basic Health Care	
2.	info				ent of health care needs? (Include MP) Provider Form, and interview	
		•				

☐ Hourly monitoring required

treatment

☐ Medical needs requiring specialized

Out of state insurance impacting access to required and necessary health care

Brief Narrative:						
Reasonable Accommodation Consideration						
Is this applicant a person with a disability? ☐ Yes ☐ No (i.e., documentation of a mental health, medical, substance-abuse, cognitive, or other type of disability is present the applicant file or the disability is obvious (i.e., blind, deaf). If no, please skip to Question #6.						
If yes, convene the reasonable accommodation committee (RAC) along accommodations and/ or modifications <u>discussed with the applicant</u> that enrollment as documented in Question #4 above.						
Note: Accommodations or modifications are not things that treat the imindividual participate in the program. See Program Instruction 08-26 "R Management" for guidance.	pairment; they are thing easonable Accommodat	s that will tion and C	help the Case			
Check one of the two options below.						
☐ The RAC has been unable to identify any accommodations app	propriate to support this	applicant.				
☐ The following accommodations/modifications listed below have considered as a part of this assessment:	ve been discussed with the	he applica	ant and			
Please avoid suggesting extreme accommodations already known to like requested a specific support (i.e., 24 hour supervision). If unsure if a sugaccommodation or is actually a case management support, please contactonsultants for assistance.	pport or modification is	really an	_			
Based on functional limitation(s) checked in Section 3, please check the appropriate accommodations below discussed with the applicant. Please note: This list is not all inclusive. These are suggestions for you use and you may need to consider functional limitations and accommodations beyond this list which can be entered in the "Other" section.		for your				
Avoidance of group situations and settings						
Allow student to arrive five minutes late for classes and leave five min	utes early	□ Yes	□ No			
Excuse student from student assemblies and group activities		□ Yes	□ No			
Identify quiet area for student to eat meals in or near cafeteria		□ Yes	□ No			
Difficulty coping with panic attacks						
Allow student to designate a place to go when anxiety increases in ord	er to practice	☐ Yes	□ No			
relaxation techniques or contact supportive person						
Provide flexible schedule to attend counseling and/or anxiety reduction		□ Yes	□ No			
Allow student to select most comfortable area for them to work within	the classroom trade	☐ Yes	□ No			
site						
Provide peer mentor to shore up support		□ Yes	□ No			
Difficulty handling change	, , ,					
Provide regular meeting with counselor to discuss upcoming changes a		□ Yes	□ No			
Maintain open communication between student and new and old couns		□ Yes	□ No			
Recognize change in environment/staff may be difficult and provide a	dditional support	□ Yes	□ No			
Difficulty managing stress						
Allow breaks as needed to practice stress reduction techniques		□ Yes	□ No			
Modify education/work schedule as needed		□ Yes	□ No			
Identify support person on center and allow student to reach out to per	son as needed	☐ Yes	□ No			

Difficulty regulating emotions				
Allow breaks as needed to cool down	☐ Yes	□ No		
Allow flexible schedule to attend counseling and/or emotion regulation support group	☐ Yes	□No		
Teach staff to support student in using emotion regulation strategies	☐ Yes	□ No		
Provide peer mentor/support staff	☐ Yes	□ No		
Difficulty with communication				
Allow student alternative form of communication (e.g. written in lieu of verbal)	☐ Yes	□ No		
Provide advance notice if student must present to group and opportunity to practice or	☐ Yes	□No		
alternative option (e.g. present to teacher only)				
Difficulty with concentration				
Allow use of noise canceling headset	☐ Yes	□ No		
Reduce distractions in learning/work environment	☐ Yes	□ No		
Provide student with space enclosure (cubicle walls)	☐ Yes	□ No		
Difficulty with memory				
Provide written instructions	☐ Yes	□ No		
Allow additional training time for new tasks and hands-on learning opportunities	☐ Yes	□ No		
Offer training refreshers	☐ Yes	□ No		
Use flow-charts to indicate steps to complete task	☐ Yes	□ No		
Provide verbal or pictorial cues	☐ Yes	□ No		
Difficulty with organization				
Use staff/peer coach to teach/reinforce organizational skills	☐ Yes	□ No		
Use weekly chart to identify and prioritize daily tasks	☐ Yes	□No		
Difficulty with self-care				
Provide environmental cues to prompt self-care	☐ Yes	□ No		
Assign staff/peer mentor to provide support	☐ Yes	□No		
Allow flexible scheduling to attend counseling/supportive appointments	☐ Yes	□No		
Difficulty with sleep patterns				
Allow for a flexible start time	☐ Yes	□ No		
Provide more frequent breaks	☐ Yes	□ No		
Provide peer/dorm coach to assist with sleep routine/hygiene	☐ Yes	□ No		
Increase natural lighting/full spectrum light	☐ Yes	□ No		
Difficulty with social behavior, including impairment in social cues and judgment				
Assign mentor to reinforce appropriate social skills	☐ Yes	□ No		
Allow daily pass to identified area to cool down	☐ Yes	□ No		
Provide concrete examples of accepted behaviors and teach staff to intervene early to shape	☐ Yes	□No		
positive behaviors				
Adjust communication methods to meet students' needs	☐ Yes	□ No		
Difficulty with stamina				
Allow more frequent or longer breaks	☐ Yes	□ No		
Allow flexible scheduling	☐ Yes	□ No		
Provide additional time to learn new skills	☐ Yes	□ No		
Impaired decision making/problem solving				
Utilize peer staff mentor to assist with problem solving/decision making	☐ Yes	□ No		
Provide picture diagrams of problem solving techniques (e.g., flow charts, social stories)	☐ Yes	□ No		
Interpersonal difficulties with authority figures and/or peers				
Encourage student to take a break when angry	☐ Yes	□No		
Provide flexible schedule to attend counseling and/or therapy group	☐ Yes	□ No		
Provide peer mentor for support and role modeling	☐ Yes	□No		
Develop strategies to cope with problems before they arise	☐ Yes	□No		
Provide clear, concrete descriptions of expectations and consequences	☐ Yes	□ No		
Allow student to designate staff member to check in with for support when overwhelmed	☐ Yes	□ No		
Sensory impairments				
Modify learning/work environment to assist with sensitivities to sound, sight, and smells	☐ Yes	□ No		
Allow student breaks as needed	☐ Yes	□No		

Uncontrolled symptoms/behaviors that interfere with functioning		
	T_	
Alter training day to allow for treatment	☐ Yes	□ No
Allow passes for health and wellness center outside of open hours to monitor symptoms	☐ Yes	□ No
Reduce tasks and activities during CPP to not aggravate symptoms/behaviors	☐ Yes	□ No
Other		
Commoning and an aid an aid and in a and findings of the DAC as well as the analisan	42~ :4.	
Summarize any special considerations and findings of the RAC as well as the applican	t's input:	
Please Note: Job Corps cannot impose accommodations upon an individual. If the applicant	does not acc	cept or agre
to a specific accommodation, there is no need to consider that specific accommodation in you	ır determind	tion of
whether the accommodations listed will reduce the barriers to enrollment sufficiently or not n		
complete a reasonableness review related to that specific accommodation.	ior is incre	i neca io
complete a reasonableness review retailed to that specific accommodation.		
Rescanable Accommodation Considerations		
Reasonable Accommodation Considerations:	□ V.a	ПМа
Did the applicant participate in the RAC meeting?	☐ Yes	□ No
	☐ Yes	□ No
Did the applicant participate in the RAC meeting? (Note: The applicant must be a part of the discussion for reasonable accommodation).	□ Yes	□ No
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Did the applicant participate in the RAC meeting? (Note: The applicant must be a part of the discussion for reasonable accommodation). RAC Participants: Name: Position:	☐ Yes	□ No
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If there are agreed upon accommodations between the RAC and applicant listed in Question #5 then consider whether those accommodations reduce the barriers to enrollment sufficiently to allow for the applicant to be enrolled.

sections of the Form 2-03. Please attach the completed "Accommodation Recommendation of Denial Form."

- If the accommodations would sufficiently reduce the barriers to enrollment, then you do not need to complete the remainder of this assessment and the center can assign the applicant a start date. Retain all the paperwork included in completing this assessment within the applicant's Student Health Record.
- If the accommodations would NOT sufficiently reduce the barriers to enrollment for your center, please proceed to Question #6.

6.	Based on your review of the applicant's health care needs above, does the named individual have health care needs beyond what the Job Corps' health and wellness program can provide as defined as basic health care in Exhibit 2-4: Job Corps Basic Health Care Responsibilities? [Please mark one below.]
	☐ In my professional judgment, health care needs are manageable at Job Corps as defined by basic health care services in Exhibit 2-4, but require community support services which are not available near center. Documentation of efforts to arrange for less frequent treatment in home state and/or to secure community support near center can be found in Question #7 below. Applicant should be considered for center closer to home where health support and insurance coverage is available. File is forwarded to Regional Office for final determination.
	☐ In my professional judgment, health care needs are not manageable at Job Corps as defined by basic health care services in Exhibit 2-4. Applicant has health condition with current symptoms at a level that will interfere with successful participation in the program at this time. Deny entry and refer to other appropriate program/provider. File is forwarded to Regional Office for final determination.
7.	If recommending a different center, document efforts to arrange less frequent treatment in home state and/or secure community support near center in the space below. (Include name of organizations/facilities and specific individuals contacted and why access is not available.)
Pri	nted or Typed Name and Title of Licensed Health Provider Completing Form
Sign	nature of Licensed Health Provider Completing Form Date